

Personnel

Payroll Regulations

Miscellaneous
Excused Absences**POLICY:**

- .01 Absences with pay may be granted to employees for blood donations ([see .02-.03](#)), Laboratory-required health checks ([see .04-.06](#)), emergency-related activities ([see .07-.17](#)), voting ([see .18-.20](#)), or participation in Laboratory-approved community service ([see .21-.31](#)). In addition, excused absences may be granted occasionally to employees for employment-related consultations ([see .32-.34 below](#)) and investigatory leave ([see .36-.37 below](#)).

BLOOD DONATION:

- .02 Employees who volunteer without compensation as blood donors during Laboratory-approved blood drives are excused from work with pay for the time necessary to accomplish this purpose. If a part-time employee's work schedule does not permit the employee to donate blood outside working hours, the part-time employee may be excused from work. Time off for blood donation *must not exceed* 4 hours.

Recording Absence

- .03 For accounting purposes, absences for blood donation are reported in quarter-hour increments for nonexempt employees and one-hour increments for exempt employees. The code for blood donation is "BD."

FITNESS FOR DUTY:

- .04 The Occupational Medicine Group (ESH-2) authorizes fitness-for-duty time during the employee's normal work hours, when, in connection with a fitness-for-duty evaluation, the employee

Undergoes ESH-2-directed medical services or evaluation off site.

Is directed by ESH-2 to remain off work pending completion of medical evaluation and decisions regarding fitness for duty.

NOTE: See [AM 316](#) for information on recording job-incurred illness or injury leave.

- .05 If the fitness-for-duty time covers 1 full workday or more, a maximum of 8 hours at the employee's basic salary rate is allowed for each such day lost from work.

Recording Absence

- .06 For accounting purposes, absences for fitness-for-duty examinations are reported in quarter-hour increments for nonexempt employees and one-hour increments for exempt employees. The code for fitness for duty is "FD."

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EMERGENCY ACTIVITIES:

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| Participation | .07 | Group-level managers may grant employees, except casuals, excused absences with pay for voluntary, uncompensated participation in emergency activities. Emergency activities, for purposes of this subject, are emergency operations and other official operations related to search and rescue, law enforcement support, or fire fighting. The operations must be approved by a United States government agency, the Governor of the State of New Mexico, Los Alamos County Emergency Preparedness Director, a cognizant fire department official, or an authorized law enforcement agency. Eligible activities include, but are not limited to, official operations of the Civil Air Patrol, New Mexico Mounted Patrol, search and rescue units, and volunteer fire departments. |
| Requested Participation | .08 | <p>The mission coordinator, Civil Air Patrol Commander, fire department official, or other authorized individual must specifically request the employee's participation.</p> <p><i>NOTE:</i> Excused absence may not be granted for training activities or administrative functions related to search and rescue, law enforcement support, or fire-fighting activities.</p> |
| Advance Blanket Approval for Participation | .09 | Employees who wish to participate in volunteer activities, as defined in .07 , must receive blanket advance approval from their group-level managers to participate in such activities before accepting a specific mission or assignment. Written documentation of such approval is suggested. Group-level managers may grant this general approval based on expected days away from work, the projected work load, and the impact on programmatic needs. The employee must notify the group-level manager as soon as possible when he or she accepts a specific mission or assignment. |
| Ineligible Activities | .10 | Employees who choose to participate in emergency activities without the specific request of the appropriate and responsible authority or who have not obtained blanket advance management approval as described in .09 must obtain their group-level manager's approval for time taken from work and are placed on vacation or leave without pay (LWOP) during the absences. |

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| Documenting Participation | .11 | When an employee has participated in a specific emergency activity as defined in .07 , his or her participation must be documented by giving the group-level manager the state or federal mission number assigned to the activity, or, if no mission number has been assigned, by submitting a certification of participation signed by the mission coordinator or other requesting official. The group-level manager documents the employee's name, dates and hours of emergency service, and mission number with the group's copy of the time and effort report. |
| Recording Absence | .12 | For accounting purposes, absences for emergency activities are reported in quarter-hour increments for nonexempt employees and one-hour increments for exempt employees. The code for emergency activities is "EA." |
| CIVIL EMERGENCIES: | .13 | <p>With the approval of their group-level managers, employees, except casuals, who provide services during civil emergencies are allowed time off with pay provided</p> <p style="padding-left: 40px;">The Contracting Officer in the Los Alamos Area Office (LAAO) of the Department of Energy (DOE) declares that a civil emergency exists and</p> <p style="padding-left: 40px;">The services of the employees are requested by the Los Alamos County Emergency Preparedness Director through DOE.</p> |
| | .14 | Nonexempt employees are eligible for shift differential and overtime as appropriate. |
| Recording Absence | .15 | For accounting purposes, absences for civil emergencies are reported in quarter-hour increments for nonexempt employees and one-hour increments for exempt employees. The code for civil emergencies is "CE." |
| CIVIL EMERGENCY PREPAREDNESS TRAINING: | .16 | All full-time and part-time employees may be allowed time off with pay up to a maximum of 40 hours per calendar year to participate in Los Alamos County emergency preparedness training programs and test exercises that have been approved by the division-level manager, provided that (1) the employee is an active member of Los Alamos County Civil Emergency Preparedness organization and (2) the employee's supervisor determines that the employee would not be required to be on duty with the Laboratory during an emergency condition. |

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| Recording Absence | .17 | For accounting purposes, absences for civil emergency preparedness training are reported in quarter-hour increments for nonexempt employees and one-hour increments for exempt employees. The code for emergency preparedness is "CD" |
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| VOTING TIME: | .18 | When Laboratory employees who are registered voters request it, supervisors must excuse them from work for the time necessary to vote in national, state, or local elections held on days when they are scheduled to work. Time off with pay cannot exceed 2 hours, and the supervisor may specify the hours during which the employee may be absent from work. The supervisor may not designate a 2-hour period that includes either the employee's normal lunch period or a period outside the employee's normal working hours. Employees who misuse voting time are subject to disciplinary action. |
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| Ineligible Employees | .19 | An employee is not eligible for voting time off if

The employee's normal workday begins more than 2 hours after the polls open or

The employee's normal workday ends more than 3 hours before the polls close. |
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| Recording Absence | .20 | For accounting purposes, absences for voting are reported in quarter-hour increments for nonexempt employees and one-hour increments for exempt employees. The code for voting time is "VT." |
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| COMMUNITY SERVICE: | | |
| Requirements | .21 | Community service time is time off with pay that may be granted at the discretion of the supervisor to a full- or part-time employee when that employee is

Officially appointed to serve as a member of or consultant to a board, commission, or committee of the State of New Mexico;

Elected or appointed by a governing body to perform services for the county, city, town, village, school district, or pueblo of the employee's residence. The employee must serve in a government policy- or decision-making function as distinguished from an employee and/or operations function. Excused absence should not be allowed for services that typically could be performed by an employee of the governmental entity involved; or |

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Participates in Laboratory-**approved** science education and outreach activities.

Duration

- .22 With the exception of science education and outreach activities that may be as short as 1 day or a partial day, community service positions must not be short-lived.

Approvals

- .23 ***Officially Appointed or Elected*** — The employee must submit a Request for Community Service Time, [Form 704](#), through his or her supervisor, group-level manager, and to the Director for Human Resources (DHR) for final approval. [Form 704](#) is available from the employee's Group Office or from the Human Resources (HR) Division. The employee must attach to the form the letter or certificate verifying the employee's appointment or election. The employee may not take community service time until the [Form 704](#) is approved by the DHR. The [Form 704](#) is approved for 1 calendar year; the employee must submit a new form for each year in which the employee intends to perform community service.

- .24 ***Laboratory-Approved Science Education and Outreach*** — The employee must submit a [Form 704](#) through his or her supervisor and group-level manager, to the Science Education Program Manager in the Science & Technology Base Programs Office (STB/EPO) for approval. Separate approval is granted for each program or activity.

NOTE: If the community service creates a possible conflict of interest situation, the employee must also complete an Outside Activity Permission Request (Form 701) and obtain the appropriate approvals. See [AM 716](#), Outside Activities: Employee Responsibilities, and [AM 717](#), Outside Activities: Supervisor Responsibilities.

Ineligible Activities

- .25 Examples of activities that do not qualify for community service time include
- Any religious activity,
 - Directorship of credit union,
 - Red Cross volunteerism,
 - Scouting activities,
 - Community ditch maintenance,
 - Election official duties,
 - Coaching,

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Federal Congressional appointments or elections,

Auxiliary, paid-police-officer duties, and

Training activities related to law enforcement, fire fighting, or search and rescue.

Parent-teacher associations.

- .26 Although the above are worthwhile community activities, the employee must engage in them while on vacation or LWOP status or during nonwork hours.

Recording Absence

- .27 For accounting purposes, absences for community service are reported in quarter-hour increments for nonexempt employees and one-hour increments for exempt employees. The code for community service is "CS."

Time Allowed

- .28 ***Uncompensated Community Service Positions*** — Community service time is limited to a maximum of 12 workdays per calendar year—a maximum of 96 hours for uncompensated positions. Employees may receive reimbursement for expenses.
- .29 ***Compensated Community Service Positions*** — Employees who receive compensation for their community service positions are limited to 6 workdays of community service time—a maximum of 48 hours per calendar year.

NOTE: Compensation is personal income received by an individual that requires the filing of a W-2 Personal Income Tax Form with the Internal Revenue Service.

- .30 ***State Legislators*** — Members of the State Legislature may use a maximum of 16 workdays (128 hours) of community service time during a year in which a 30-day legislative session is held and 32 workdays (256 hours) during a year in which a 60-day legislative session is held.

- .31 ***Laboratory-Approved Science Education and Outreach*** — Employees participating in Laboratory-approved science education and outreach activities are permitted no more than 4 workdays (32 hours) of community service time during a calendar year.

Limitations

- .32 If more than the permitted number of days are needed to perform the community service, the employee must request

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vacation or LWOP. No additional community service days may be granted for any reason.

ABSENCES FOR CONSULTATIONS AND LABORATORY ACTIVITIES

- .33 Employees may, with ~~3~~ supervisor approval, be absent from their work stations for short periods, *not to exceed 4* hours, to
- Consult with the Compensation and Benefits Group in the Human Resources Division (HR-1 C&B) about Laboratory-provided benefits such as insurance and retirement and attend presentations sponsored by this group;
 - Take required tests or participate in job interviews in connection with internal job bids;
 - Attend Laboratory Colloquia;
 - Seek counseling from the Employee Assistance Program of the Occupational Medicine Group (ESH-2)
 - Consult with Ombuds Program staff;
 - Consult with the Employee Relations Group (HR-2 ER) in the Human Resources Division; or
 - Consult with representatives of DOE, the University of California, or the Laboratory in connection with the investigation of a report of fraud, waste, abuse, retaliation, or other improper activity.
- .34 Although employees are expected to advise their supervisor in advance of absences to consult with Laboratory employee assistance services/resources, if the consultation occurs during normally scheduled work hours, they need not disclose the name of the organization they are consulting. Such absences are expected to be infrequent; abuses of the privilege should be brought to the attention of HR-2.
- NOTE:** Employees who choose to schedule consultations outside their normal work hours are not in pay status during such consultations.
- Recording Absence**
- .35 Absences described in .33-.34 are not recorded on the time and effort report.
- SECURITY-RELATED ACTIVITIES:**
- .36 Time spent filling out a Questionnaire for National Security Positions (QNSP), being interviewed in connection with another employee's clearance, or participating in a subject interview when requested by a federal agency is considered

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time worked and need not be noted on the time and effort report.

INVESTIGATORY LEAVE: .37 A group-level manager may place an employee on investigatory leave when a situation requires immediate removal of the employee from Laboratory premises. The employee remains in pay status pending the completion of an investigation. [See AM 112, Discipline Policy and Procedures.](#)

Recording Absence .38 Record as “IL” on the time and effort report.